

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> Supersedes Schedule C861		<b>Schedule No. C1047</b>	
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<b>Agency</b> Washington County		<b>Division/Unit</b> Airport	
<b>Item No</b>	<b>Description</b>	<b>Retention</b>	
1	Invoices/payables, statements, Billing files –contains but not limited to: commission statements, correspondence, , T hangar inspection forms, leases, proof of insurance Budget/revenue reports – computer generated –contains but not limited to: expenditure reports, revenue reports, ,	Retain for three (3) years and until all audit requirements have been met, then destroy.	
2	Engineering drawings/plats: airport property plans, master plan, runway and hangar plans	Permanent. Transfer periodically to the Maryland State Archives.	
3	Service agreements/maintenance contracts: correspondence, brochures, part manuals, work orders, instruction books	Retain for life of contract then destroy.	
4	Capital improvement project/files budget: budget reports, project request forms	Retain until project is completed plus ten (10) years and until all audit requirements have been fulfilled, then destroy.	
5	Minutes of airport commissions meetings: minutes, budget documents, long range plans, correspondence	Permanent. Transfer periodically to the Maryland State Archives.	
6	Equipment maintenance files –contains but not limited to: equipment maintenance records, parts and instruction manuals, specifications, correspondence, vehicle inspection reports	Retain for life of equipment plus three (3) years, then destroy.	
6a	Daily field condition reports	Retain for one (1) year, then destroy.	
<b>Approved by Department, Agency or Division Representative</b>		<b>Schedule Authorized by State Archivist</b>	
<b>Date</b> November 17, 2008		<b>Date</b> 14 Nov 09	
<b>Signature</b> <i>Joni L. Bittner</i>		<b>Signature</b> <i>Sharon C. Thompson</i>	
<b>Type Name</b> Joni L. Bittner			
<b>Title</b> County Clerk			

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**Schedule No. C1047**

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Item No	Description	Retention
7	<p>Administrative/safety files -contains but not limited to: safety requirements for power equipment, deicing, airport security, correspondence, drawings</p> <p>Employee safety/fire and rescue training -contains but not limited to: safety policies, employee training, driver training, safety equipment information, brochures, correspondence, training schedules, forms</p>	<p>Retain for three (3) years. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.</p>
8	<p>General files -contains but not limited to: correspondence, airport statistics, brochures, appraisal reports, sales agreements, news articles, presentations, magazines, business directories</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal or operations value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.</p>
9	<p>Grants -contains but not limited to: original agreements for federal assistance, correspondence, request for reimbursement, description of property, grant payment record, specifications, invitations to bid, addendum, site drawings</p>	<p>Retain for five (5) years after close of grant and until all audit requirements have been fulfilled, then destroy.</p>